

CITY-COUNTY PLANNING DIVISION

Planning and Community Services Department

2825, 3rd Avenue North

4th Floor

Billings, MT 59102

406-247-8676

www.ci.billings.mt.us/planning



August 2014 Report

To: Board of County Commissioners, City Administrator, Mayor and City Council, Planning Board, Zoning Boards and Commissions, Planning and Community Services Department Director

From: Wyeth Friday, AICP, Planning Division Manager

Date: September 18, 2014

Below is a list of items that the Planning Division has been working on for the past month.

Meeting Management and Support

Planning staff supported the regular meetings of the following Boards, Committees, and Commissions in August 2014. Each entity met once unless otherwise noted:

- Yellowstone County Board of Planning (2)
- City Zoning Commission
- City Board of Adjustment
- Policy Coordinating Committee
- Bicycle and Pedestrian Advisory Committee

Long-Range Planning Projects:

East Billings Master Plan Implementation – City staff from multiple departments in coordination with BIRD staff and the BIRD Board is working on a multi-property annexation and infrastructure project just east of the current EBURD boundary. The process will involve annexations, amending the EBURD Urban Renewal Plan, expanding the EBURD boundary, and constructing new infrastructure in the area. Staff in coordination with BIRD staff also is organizing training on the EBURD Form Based Code for architects, developers, and other community stakeholders. The training is expected to be held in the fall. Patty Nordlund and Kelly McCarthy are both employees of the BIRD and available to discuss business development and other activities in the EBURD. They may be reached at the BIRD offices at 1413 4th Ave. N., Suite C, Phone: 272-4321. Please visit www.billingsbird.com and www.ci.billings.mt.us/planning for more information.

2014 Transportation Plan – The Billings Urban Area 2014 Transportation Plan was approved by the Policy Coordinating Committee on July 15. The complete plan is at the Montana Department of Transportation and Federal Highway Administration for approval. The plan addresses Federal Highway Legislation - MAP-21, confirms street and highway projects within the urbanized area, and addresses freight, rail, transit and alternative modes of transportation. An online version of the Approved plan and hard copies of the plan will be

available soon through the City-County Planning Division website and offices. Visit the current project website at www.billingslrtp.com.

Highway 3 Corridor Planning Study – This study is analyzing the corridor along Highway 3 from the 27th Street and Airport Road intersection west to Apache Trail (approximately 5 miles). This corridor study will provide an access plan for the above mentioned corridor including bike/pedestrian amenities along the rim-face, a parking plan and a detailed corridor storm water management plan. Information from residence and property owners along the corridor was collected by the consultant team headed by Sanderson Stewart at the first public meeting on June 25. This information is being used to develop concepts and alternatives for the corridor. The second public meeting for the project will be in October. For more information, contact Transportation Planning Coordinator Scott Walker at 247-8661 or at walkers@ci.billings.mt.us

ZooMontana to Riverfront Park Pedestrian and Bicycle Trail Feasibility Study – This study is evaluating opportunities within the transportation system to improve non-motorized connectivity between ZooMontana located in southwest Billings, and Riverfront Park, located in south Billings. This Billings and Yellowstone County corridor is located, generally, between the S. Shiloh Road/Pierce Parkway intersection and the entrance to Riverfront Park on South Billings Boulevard (approximately 4 – 5.5 miles). Input was received from property owners at a public meeting on June 18 to help the consultant team, led by Alta Planning and Design, to develop alternatives for a trail corridor through the area. The second public meeting on this project will be on September 24 at Elysian School. More information on the meeting will be distributed soon. For more information, contact Transportation Planning Coordinator Scott Walker at 247-8661 or at walkers@ci.billings.mt.us

South Billings Boulevard Urban Renewal District Master Plan Implementation – The South Billings Urban Renewal Association (SBURA) continues to focus on using Tax Increment Finance (TIF) funds for capital improvements. Calhoun Lane reconstruction is currently under design and rights of way are being acquired. Expected start date is still in FY15 but major reconstruction will be delayed until spring 2015. The Jackson Street area sewer project is proceeding and Phase I is expected to be completed this calendar year. A design consultant was selected for the Ponderosa School trail which will provide a multi-use trail from King's Green to the school and Ponderosa Park. This trail is being funded with CTEP and TIF funds. Other significant projects moving forward in the SBBURD include Orchard Lane reconstruction and Optimist Park Master Plan. The City Council granted the SBURA \$10,000 from its contingency fund for the Master Plan.

Infill Policy Development – Staff is moving forward with implementing the strategies in the Infill Development Policy. Staff is coordinating with various groups and community members to host training sessions on working with the Building Code when redeveloping old buildings in the urban core are being planned for fall of 2014. Staff also is internally reviewing the Policy and beginning discussions on identifying infill areas in the City where some of the policy implementation efforts may be focused.

Billings Livability Partnership – The Partnership represents more than 20 community partners working to support Billings as a sustainable community. The group is led by co-chair arrangement between Planning and Community Services Department Director Candi Millar and Anya Fiechtl, of High Plains Architects, to bolster the private/public partnership effort of the group. A website for the group has been updated and may be accessed at www.livablebillings.com. Staff will presented the draft of the MOU to City Council at the August 18 work session and will be bring it back for formal action at the September 22 Council meeting. The MOU is designed to supplement federal grant applications that require documentation of support from local governments, businesses and community non-profits.

VISTAs Working with Planning Division and Billings School District #2 – Two VISTAs (Volunteers In Service To America), Isaac Mevis and Emily Martin, are operating out of the Planning Division offices for the next year as they work in a partnership between The City-County Planning Division and Billings Public Schools

on programming, education, and activities to encourage elementary and middle school students to walk or bike to school safely and easily. They have started outreach efforts with several elementary schools, are meeting school administrative staff and educators, and are planning a first event at Washington Elementary School for September. Their office phone number is 237-6277, and the email addresses are plnvista1@ci.billings.mt.us (Emily) and plnvista2@ci.billings.mt.us (Isaac).

2014 City/County Growth Policy

Planning staff continues collecting data and organizing for the update to the Growth Policy. The Policy will cover both the unincorporated area of Yellowstone County and the City of Billings. The scenario planning technique will be employed for the Billings and its growth areas to help identify when and where the city should invest in infrastructure. A steering committee consisting of public agencies, private businesses and trade organizations has been formed to help guide the process and held its first meeting on July 31. Focus groups will be engaged to help define community issues and guide the outcome of the plan. A website will be created for this process that will include a calendar of events, documents and data collected. Contact Candi Millar, 657-8249 for more information. The first of many focus group and public meetings will commence in October.

Community Events/Training

The Division did not host any webinars for staff and the public in August. When webinars are hosted, they are advertised via email and on the Division's website and anyone is welcome to attend.

Special Projects/Assignments

- The Division is using the Innoprise project management software system for all of its application and permit management and continues to make adjustments as staff becomes more familiar with the system. The last step in the process is to migrate the data from the old H T E system into Innoprise. The Division is working with IT staff to complete this by the fall of 2014.
- Serving on Healthy by Design Advisory Committee through RiverStone Health to participate in various grant programs to review implementation of the healthy community strategies in the 2008 Growth Policy, Complete Streets Policy, Infill Development Policy, and 2014 City Council Strategic Plan. Subdivision Coordinator Juliet Spalding is acting as co-chair of the Committee with RiverStone Health's Melissa Henderson, Prevention Health Specialist.
- Serving on Traffic Control Board
- Serving on Billings Preservation Society
- Serving on Billings Depot, Inc. Board
- Attended Monthly Homebuilders Association Meeting with City staff
- Facilitated the Internal Development Process Review Committee meeting with staff from Planning, Building, Engineering, Fire and Administration.
- Facilitated Bicycle and Pedestrian Advisory Committee monthly meeting
- Attended the Billings Industrial Revitalization District meetings to maintain communication with the BIRD on various projects in the EBURD
- Attended the Development Process Advisory Review Board
- Facilitated South Billings Boulevard Urban Renewal District Association monthly meeting
- Continued meetings and coordination with downtown parking stakeholders regarding use of "bike staple" bike racks for public rights-of-way in the downtown area. Businesses, the City Parking Division, City Engineering Division, Parking Advisory Board, Downtown Alliance, and BikeNet have all been working toward adding bike racks to high-use areas in the downtown to further Downtown/Community Bike Parking Facilities Implementation.

See Staff Project Priorities and Application Review Activity in FY2015 Below

Planning Division Staff Project Priorities 2014 - 2015

Project	Priority	Completion Date
Transportation Plan 2014	1	2/1/14
City\School Collaborative Planning - SGIA Grant	1	11/1/14
Adjacent Neighborhood Meeting Facilitation	1	Ongoing
Neighborhood Task Force Support - webpages, agenda printing	1	Ongoing
Community Outreach**	1	Ongoing
SBBURA Administrative Support - legal ads, mailings, agendas, etc.	1	Ongoing
Data Imaging System for Traffic Counts and Zoning Files*	1	Ongoing
County Web Page Update**	1	7/1/14
Growth Policy Revision	1	12/1/15
Annual Bike, Walk, Bus Week and Bike Month Activities	1	5/31/14
Board and Commission Training	1	8/1/15
Innoprise Migrate Historic Data/Citizen Access Implementation	2	12/1/14
Home Occupation License	2	10/1/14
Update Records Retention/Review Process**	2	Ongoing
Highway 3/Airport Road Corridor Study* **	2	10/1/14
Intelligent Advanced Train Warning System	2	10/1/14
Downtown/Community Bike Parking Facilities Implementation	2	10/1/14
Create Historic District for North Elevation and McKinley School Historic Listing	2	3/1/15
Zoning Code Revitalization**	3	Ongoing
Infill Policy Implementation**	3	Ongoing
Zoo to Riverfront Park Trail Feasibility Study	3	10/1/14
West End Traffic Study	3	1/1/15
East Wicks Traffic Management Study ***	3	4/1/15

Worked on in August

Completed

* Aligns with 2014 Planning Work Plan

** Aligns with Current Council Strategic Plan and Initiatives and BOCC Initiatives

***This project will be addressed through other traffic management work under the City Engineering Division

Priority Index

1 = Next 3 Months

2 = Next 6 Months

3 = Next 12 Months

SUBDIVISIONS		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	YTD Totals
	Pre-Application Meetings													
	City	1	0	0	0	0	0	0	0	0	0	0	0	1
	County	4	3	0	0	0	0	0	0	0	0	0	0	7
	Total	5	3	0	0	0	0	0	0	0	0	0	0	8
	Preliminary Plats													
	City	1	0	0	0	0	0	0	0	0	0	0	0	1
	County	1	0	0	0	0	0	0	0	0	0	0	0	1
	Total	2	0	0	0	0	0	0	0	0	0	0	0	2
	Final Plats													
	City	5	3	0	0	0	0	0	0	0	0	0	0	8
	County	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	5	3	0	0	0	0	0	0	0	0	0	0	8
	Exempt Plats													
	City	3	2	0	0	0	0	0	0	0	0	0	0	5
	County	3	8	0	0	0	0	0	0	0	0	0	0	11
	Total	6	10	0	0	0	0	0	0	0	0	0	0	16
ZONING														
	Neighborhood Meetings													
	City	2	1	0	0	0	0	0	0	0	0	0	0	3
	County	1	0	0	0	0	0	0	0	0	0	0	0	1
	Total	3	1	0	0	0	0	0	0	0	0	0	0	4
	Zone Changes													
	City	2	0	0	0	0	0	0	0	0	0	0	0	2
	County	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	2	0	0	0	0	0	0	0	0	0	0	0	2
	Special Reviews													
	City	1	1	0	0	0	0	0	0	0	0	0	0	2
	County	0	0	0	0	0	0	0	0	0	0	0	0	0

	Total	1	1	0	0	0	0	0	0	0	0	0	0	2
Variances														
	City	3	2	0	0	0	0	0	0	0	0	0	0	5
	County	1	0	0	0	0	0	0	0	0	0	0	0	1
	Total	4	2	0	0	0	0	0	0	0	0	0	0	6
Medical Corridor														
	City Only	0	0	0	0	0	0	0	0	0	0	0	0	0
Zoning Clarifications														
	City	0	7	0	0	0	0	0	0	0	0	0	0	7
	County	0	1	0	0	0	0	0	0	0	0	0	0	1
	Total	0	8	0	0	0	0	0	0	0	0	0	0	8
Zoning Compliance Permits (YC)														
		7	3	0	0	0	0	0	0	0	0	0	0	10
Master Site Plan Reviews														
	City Only	1	1	0	0	0	0	0	0	0	0	0	0	2
Annexations														
	City Only	2	0	0	0	0	0	0	0	0	0	0	0	2
Deannexations														
	City Only	0	0	0	0	0	0	0	0	0	0	0	0	0
Fence Permits														
	City	16	11	0	0	0	0	0	0	0	0	0	0	27
	County	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	16	11	0	0	0	0	0	0	0	0	0	0	27
Sign Permits														
	City	6	12	0	0	0	0	0	0	0	0	0	0	18
	County	0	1	0	0	0	0	0	0	0	0	0	0	1
	Total	6	13	0	0	0	0	0	0	0	0	0	0	19
Temp. Sign Permits														

	City	6	2	0	0	0	0	0	0	0	0	0	0	8
	County	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	6	2	0	0	0	0	0	0	0	0	0	0	8
Temp. Use Permits														
	City	0	0	0	0	0	0	0	0	0	0	0	0	0
	County	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0
Building Permit Reviews	City	96	94	0	0	0	0	0	0	0	0	0	0	190